



DEPARTMENT OF THE ARMY
JOINT BASE MYER-HENDERSON HALL
HEADQUARTERS COMMAND BATTALION
239 SHERIDAN AVE, BLDG 417
FORT MYER, VIRGINIA 22211-1199

IMMH-BN

16 July 2015

MEMORANDUM FOR all Soldiers Assigned and Attached to Headquarters Command Battalion, Joint Base Myer-Henderson Hall, VA 22211-1199

SUBJECT: General Fund Raising Policy - Policy Memorandum #10

1. Reference: AR 600-20, Army Command Policy, paragraph 4-21, 18 March 2008.
2. Fund raising within the Headquarters Command Battalion is both allowed and encouraged, provided that campaigns operating are authorized to solicit with the United States Army (i.e. AER, CFC, etc.), and are based solely on voluntary contributions. Ensure that members of the command are given the opportunity to contribute through "on the job" solicitation and other fund raising events.
3. Practices that involve compulsion, coercion, or reprisal of personnel due to the amount of their contributions, or their failure to contribute are strictly prohibited. Although an installation dollar goal may be set, individual goals, quotas or prescribed amounts for individual contributions are not permitted nor will a list of non-contributors be compiled for any reason. Each individual will have the option of disclosing or keeping his or her contribution confidential. Individuals and civilian employees not eligible for AER assistance will not be solicited for that fund, but those who desire to contribute should be given that opportunity.
4. Comments on efficiency reports, plaques, passes, training holidays, relief from guard or other duties or details, and all other incentives or rewards to those who contribute are likewise prohibited. Recognition, such as letter of commendation for exceptional performance in organization or administration of the campaign is appropriate.
5. Any authorized campaign will be publicized on a continuing basis, before and during the period of the campaign. Publicity on percentage of participation, unit standings, or comparative standards and achievements will not be used.
6. Special fund raising events such as car washes and bake sales, as deemed suitable by the commander concerned, may be used to raise money. Conduct of such events should be guided by good taste and common sense and conducted in accordance with the policies on Fort Myer and the U.S. Army. Conducting any event, such as a car wash, must be based on voluntary participation. Contact the Headquarters Command Battalion S3 and advise them of the nature, location, and timing of your event.

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7. The point of contact for this memorandum is the Battalion S3, (703) 696-3229.



JOHNATHON M. KUPKA
LTC, SF
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